

JOB PERFORMANCE EVALUATION

b. All supervisors must be rated on ability to supervise. All employees must be rated on "Records Discipline."

Directions: Consider all factors - performance of duties, conduct on the job, how he fits in with your team, when making this rating.

- * See Certification below for meaning of this rating.

SECRET

(When Filled In)

3. NARRATIVE DESCRIPTION OF BANNER OF JOB PERFORMANCE
 DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.
 Indicate suggestions given to employee for improvement of his work.

CERTIFICATION

SECTION III.

1. For the Employee: ☐

I certify I have read the supervisor's entries in this report and have discussed them with him. I understand that a rating of "generally unsatisfactory" means I will be removed from the job unless my performance improves within the time specified by my supervisor.

Date _____

 Typed or printed name and signature of employee

2. For the Supervisor: Certify A or B

A. ☐ I certify I have discussed this report with the employee and, when appropriate, have tried to point out ways for him to improve. If I have rated him as "generally unsatisfactory", I further certify that I have informed him what he must do within a specific period of time to bring his performance up to acceptable standards.

B. ☐ This report has not been shown to the employee because _____

Date _____

 Typed or printed name and signature of supervisor

S-E-C-R-E-T